

CHAPTER 103

AIR MOVEMENT

A. POLICY

The DoD will use Civil Reserve Air Fleet (CRAF) carriers to the maximum extent possible, unless there is a negative, critical mission impact justifying non usage. The following priorities in order of precedence, will be used for passenger airlift:

1. AMC-procured channel airlift (Category B) shall be used in connection with international travel when it is available and meets mission requirements.
2. GSA airlift contracted through the Contract City Pair Program shall be used.

EXCEPTION TO THE USE OF CONTRACT CARRIERS: One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

- a. Space or scheduled flights are not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies, where applicable, to schedule travel during normal working hours; or
- c. A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government, to include the combined costs of transportation, lodging, meals, and related expenses.

NOTE: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government charge cards, e.g., YDG, MDG, QDG, VDG, and similar fares.

3. Other U.S. CRAF carriers.
4. DoD-approved, non-CRAF U.S. flag carriers.
5. Scheduled service on U.S. air carriers that are neither DoD-approved or disapproved (for individual travel only).
6. DoD-approved foreign flag carriers.

7. Scheduled service on foreign air carriers that are neither DoD-approved or disapproved (for individual travel only).

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B. GENERAL

1. Separate agreements for air carriers participating in the Military Air Transportation Agreement (MATA) are on file at AMC. Initial agreements and updates will be distributed by AMC through MTMC to each TO responsible for obtaining air services.

2. Aircraft used for DoD passenger movements will be commensurate with those used in regularly scheduled service. Minimum requirements are contained in the MATA on file at MTMC. Charter air service procured under the AMC-negotiated contract standards of service are on file at HQ AMC/DURAI, Attn: International Airlift Branch, Scott AFB IL 62225-5357. Any questions TOS have concerning carrier performance in accordance with standards of service should be directed to the appropriate point of contact above.

3. A passenger may be authorized a stopover at any point en route when the applicable carrier tariff permits a free stopover.

4. The origin TO is responsible for ensuring that each person traveling on charter or scheduled commercial aircraft is properly briefed concerning the availability of flight insurance and that application forms are readily available. The briefing should be presented as far in advance as practicable so each passenger may give adequate thought to personal desires and needs in securing insurance. Travelers who do not obtain insurance at the military activity and who desire to purchase trip insurance will be afforded ample time and opportunity at the airport prior to scheduled flight departure. The option of purchasing insurance coverage is strictly the prerogative of the traveler and there is no intent that transportation or other military personnel act as insurance salesmen or agents. Passengers should be made aware of free insurance provided by commercial travel services and charge card contractors through the purchase of travel services under their contracts.

5. TO will inform travelers of their responsibilities outlined in the JFTR U20 10, and JTR C2201, regarding denied boarding, voluntary seat release compensations, and frequent flyer mileage credits, etc. The traveler is responsible for managing and complying with these requirements. Receipt and accounting of compensation will be in accordance with instructions or procedures formulated by the DoD Components. The requirement can be satisfied through the use of mass media (base or post newspaper) articles if these are published on a recurring basis.

6. Military members may wear civilian attire aboard AMC-owned and contracted aircraft; however, they must adhere to individual DoD Component requirements and the DoD Foreign. Clearance Guide.

7. DoD personnel traveling on official business may not purchase commercial airline tickets at military furlough fares (e. g., BM, MM, QM, HM). These fares are to be used

only by military travelers and their family members when traveling at their own expense on leisure travel. Abuse of military furlough fares may result in airlines withdrawing these fares, which could cause a significant impact on quality of life for military personnel.

C. TYPES OF AIRLIFT

1. Scheduled Movements. If permitted by the DoD Component concerned, the TO may route less-than-paneload CONUS group movements aboard scheduled commercial aircraft and less-than-paneload international group movements aboard AMC channel airlift (Category B) or scheduled commercial aircraft when Category B is unavailable. MTMC/MTOP-OM is available for negotiating and arranging scheduled air movements and cost estimates. Submit all other group movements to MTMC/MTOP-OM. DoD Components may establish separate procedures to accomplish payment.

2. Commercial Domestic Air Charter Movements. Applies to group/unit movements on domestic charters and scheduled service flights requested through MTMC.

3. Government Charter Air Movements.

a. AMC Channel Airlift (Category B). Transportation of passengers and/or cargo in full paneload lots on other than carrier's regularly scheduled commercial flights. Payment is made to-carrier via contract with AMC. Users reimburse AMC, at the common-user rate established in AFR 76-11, based on appropriate movement documentation.

(1) Channel Airlift Extensions. A regular channel mission performing an added stop(s) at a non-channel location. AMC approves channel extensions on a case-by-case basis. Normally, approval is contingent on the on-load/off-load locations(s) being within 2 hours of a channel APOD/APOE and will not result in a major deviation from mission schedule.

(2) Channel Airlift Expansion. The government may from time to time during the period of performance of this Category B contract, subject to the contractors' acceptance, order additional airlift missions. Expansion requirements are additional missions bought on a delivery order, as required.

b. Special Assignment Airlift Missions (SAAMs). The designated DoD Component representative will forward SAAM requests via the applicable validating office to HQ AMC TACC/XOOM. Criteria for establishing SAAM priorities may be found in JCS Pub 15, Mobility System Policies, Procedures, and Considerations, and Appendix B of this Publication. Submission of SAAM priorities and requests are outlined in Appendix B and C, respectively. See Appendix K for listing of SAAM validators grouped under unified commands and/or Services in alphabetical order.

c. Commercial" International Air Charters. When AMC international contract is not the procurement medium, the most cost effective charter service that will satisfy mission requirements will be procured. The SAAM surcharge will not apply.

4. Charter Air Taxi.

a. Charter air taxi service may be used when it is cost favorable or when a less costly means of transportation will not satisfactorily meet the official travel requirement.

b. Chartered air taxi service may be obtained only from DoD-approved air taxi operators. If not held locally, a list of DoD-approved air taxi operators may be obtained from HQ AMC DoD Survey and Analysis Office, AMC/DOBA. If the use of an air taxi operator which is not DoD approved is desired, the TO should contact AMC/DOBA. However, air taxi operators do not need to have an approved tender of service for passenger air transportation on file to receive an AMC award.

c. Once the use of air taxi service has been authorized, TOs/ITOs may arrange the air taxi service with a DoD-approved operator. Normally, a GTR will be used to procure this service. TOs/ITOs will ensure that a DD Form 1341, Report of Commercial Carrier Passenger Service, is properly completed and forwarded to MTMC/MTOP-Q.

D. COMMERCIAL CHARTER AIRCRAFT. EXCLUDING CATEGORY B

1. The TO must arrange all charter air transportation through MTMC. When charter air service is required (other than charter air taxi service), only the services of DoD-approved carriers in the CRAF program, certified route carriers, and certified supplemental air carriers will be considered.

2. Standards of service for DoD charter airlift will be provided in the AMC-negotiated contract.

3. Upon presentation of proper identification, Department of Transportation inspectors or other representative on official duty are authorized to ride any DoD-sponsored commercial flight to conduct inspections. If maximum load limitations are exceeded, passengers will be removed in the following order:

a. Authorized carrier employees other than crew members.

b. Military members, who will then be furnished other commercial transportation.

c. All charter air movements contracted for by AMC and procured with DBOF-T funds will have a surcharge applied based on OSD 410 guidance, dated 5 December 1994.

4. Under current agreements, all air carriers are required to provide the following notifications in case of delay or irregularities.

a. When it is known that the schedule established for a commercial air movement will be delayed at origin or other irregularities have occurred, such information will be reported immediately to AMC/DOJT, and the origin TO. Except as stated in (c) below, no changes will be undertaken by the TO until the changes have been cleared with AMC.

b. After a commercial air movement has actually departed and becomes delayed en route, the carrier is responsible for notifying AMC/DOJT and/or MTMC/MTOP-OM, the origin and destination transportation office, and, if applicable, the bus carrier with whom arrangements have been made for supplementary service at destination. In each instance the notification will contain the following information:

- (1) Location where the interruption in service occurred.
- (2) Period of delay.
- (3) New destination terminal, if changed.
- (4) Mode of alternative transportation.
- (5) Time of departure from point of delay.
- (6) New estimated time of arrival.

c. If there is not enough time to notify and receive clearance from MTMC/MTOP-OM, as required in paragraphs a. and b. above, emergency notification should be furnished to the TO and bus carrier at destination as appropriate. The carrier should notify AMC/DOJT as soon as possible thereafter.

E. SCHEDULED AIR CARRIERS

1. Contract air service between city pairs will be used for all domestic travel, and for international travel when AMC Category B is not available or will not meet the mission requirement. Exceptions to the use of contract fares are shown in Chapter 103, paragraph A.2. of this Regulation.

2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets. An exception is where a few airlines allow use of Contract City Pairs fares for cost-reimbursable contractors.

3. Use of a U.S. Air Carrier Engaged in a Code-Share Arrangement with a Foreign Flag Carrier.

a. Under a code-sharing agreement, air service on a particular route is provided by a U.S.-certified air carrier either using foreign flag air crews or using space on an aircraft owned and operated by a foreign flag air carrier.

b. The Comptroller General, 70 C.G. 713(1991), determined that travel under a ticket issued by a U.S.-certified air carrier which uses space on the aircraft of a foreign flag air carrier under a code-share arrangement is considered to be transportation provided by U. S." air carriers holding certificates, as required under 49 U.S.C. App 1517, Fly America Act.

c. Accordingly, TOS may use this service since it is not in violation of the Fly America Act. Under such conditions, the entire ticket is issued by the U.S. flag carrier, the flight is indicated in the computer reservation system by a U.S. flag carrier code and payment is made to the U.S. flag carrier.

F. ACCOMPANIED PERSONAL BAGGAGE. GOVERNMENT-OWNED ANIMALS, AND MILITARY IMPEDIMENTA

1. Personal Baggage.

a. Transportation of baggage by air will be limited to the amount carried free by the carrier. Free baggage entitlements vary according to the carrier being utilized. Most carriers use the piece concept, others apply weight limitations. Industry standards for free baggage allowance consist of two (2) checked pieces (not to exceed 70 pounds each) and two (2) carry-on pieces, which must be securely stowed in the passenger compartment aboard the aircraft. Baggage allowance rules for international travel on foreign carriers vary by country and may use kilos to monitor weight versus pounds.

b. Authorization for excess baggage must be in the travelers orders. The orders must specify the weight and number of pieces authorized. For scheduled commercial air service, travelers will pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. If this procedure imposes an unwarranted hardship on the traveler, the TO may issue a GTR for excess baggage.

2. Government-Owned Animals. If accompanied by the handler, government-owned animals may be shipped as excess baggage if traveling via commercial aircraft. For international travel, government-owned animals are shipped as cargo via AMC Category M channels, where available. If the animal is not accompanied by a handler, the animal must be shipped as cargo via both commercial and AMC airlift. AMC Category B service will be used as a last resort so as not to displace limited pet spaces. However, DoD mission requirements should take priority among requests for pet space.

3. Military Impedimenta. Military impedimenta accompanying individual passengers or group movements will be accepted and transported by scheduled carriers as excess baggage. Some carriers will apply freight rates even though it is handled as excess baggage. When excess baggage and air freight rates are both applicable for shipment of military impedimenta, TOS will use whichever method meets military requirements at best value. Military impedimenta moving in connection with individual passengers or group movements, when not accompanied by a passenger, will be transported as air freight under a government bill of lading (GBL).

4. Privately-Owned Weapons and Ammunition Moved by Scheduled Commercial Air Carriers or DoD-Owned and Controlled Aircraft.

a. Travelers using commercial air carriers are responsible for ensuring all laws and regulations of the United States, its territories, foreign countries, and local municipalities are complied with regarding the possession, carrying, and shipping of

privately-owned weapons and ammunition. The traveler should consult the commercial carrier to be used for the most current information since applicable tariff rules are subject to change.

b. Travelers using DoD-owned or controlled aircraft are permitted to place unloaded firearms and small arms ammunition in checked, accompanied baggage upon declaration of the items to passenger service personnel or their equivalent. When traveling to and from overseas, evidence of ownership is required for inspection by foreign and U.S. customs officials (refer to the U.S. Foreign Clearance Guide).

5. Government-Owned Weapons and Ammunition Moved by Scheduled Commercial Air Carriers or DoD-Owned and Controlled Aircraft.

a. Couriers of weapons and classified material should ensure that their TDY and TAD orders reflect "Courier Orders," and that the orders (or attached letter from individual's commander) reflect they are authorized weapon and security rounds; and is authorized to view loading and unloading of the material he is escorting.

b. Travelers using scheduled commercial airlines must have the authority to carry weapons included in the travel orders. TOS will coordinate with the applicable carrier and brief the traveler regarding requirements for transporting weapons and ammunition. Weapons and ammunition must be declared at time of check-in. Containerized assembled weapons (unloaded) and ammunition will be carried in the baggage compartment.

c. Travelers (including couriers of weapons and classified material) using DoD-owned and controlled aircraft must have the authority to carry weapons included in the travel orders. The method for transporting weapons aboard aircraft will be determined by the responsible commander. When weapons are authorized for carriage in the passenger compartment, the bolt must be in the open position and a flag safety device inserted in the chamber of the weapon prior to boarding. Weapons (unloaded) carried in the baggage compartment must be containerized. When concurrent shipment of small arms ammunition (1.4) is determined mission essential by the responsible commander, the requirement will be furnished to AMC/DOJT or MTMC, along with other movement requirements, as appropriate.

d. Deployed members returning as individuals on emergency leave with an individual government-owned weapon must comply with paragraph 4. above, as appropriate. Members should be in receipt of a copy of original deploying orders reflecting authorization to hand-carry a weapon.

e. See Appendix L for additional information.

G. TRAVEL IN CONNECTION WITH DEATH OF MEMBERS, DOD EMPLOYEES, AND/OR THEIR DEPENDENTS (BLUEBARK)

Members or U.S. citizen employees of the DoD or their dependents traveling in connection with the death of the member, civilian employee, or dependents of the above

shall be rendered all possible courtesies when returning to CONUS following the death or missing status of the member, employee, or dependents.

1. Travel must be authorized by the commander concerned, according to the JFTR (Chapters 4, 5, & 7) and JTR (Chapter 6).

2. TOS will coordinate with the traveler or designated agent to ensure prompt and courteous service is provided.

3. The mortuary and/or decedent "affairs office will coordinate all en route and destination requirements with the appropriate agencies to ensure every appropriate courtesy and comfort is provided throughout the journey.

4. If traveling via aircraft under the control of AMC, they will not be bumped from the aircraft en route.

5. When traveling via AMC aircraft, each responsible AMC activity must identify the passengers as traveling in connection with the death of the sponsor or dependent, as appropriate.

6. If traveling via commercial carrier, the TO will ensure that the Passenger Name Record (PNR) identifies the circumstance in an Other Supplemental Information in the Computer Reservation System (CRS) to ensure the commercial carrier is aware of the circumstances and renders appropriate en route courtesies, e.g., travel in conjunction with death of spouse or child.

7. Based upon the desires of the sponsor or dependent concerned, the responsible overseas commander or mortuary or decedent affairs office will coordinate the following with the appropriate military installation nearest the point of arrival in CONUS:

- a. Billeting.
- b. Onward transportation, as appropriate.
- c. Customs and Immigration--insofar as possible, expedite customs and immigration clearance.
- d. Baggage--deliver the traveler's baggage to them immediately.
- e. Any other assistance desired by the traveler, where possible, e.g., nursery arrangements, Chaplain, etc.

H. OPERATIONAL SUPPORT AIRLIFT (OSA), SPECIAL AIR MISSION (SAM), COMMON-USER AND ORGANIC AIRLIFT

DoD policy on the use of government aircraft and air travel recognizes that travel on military airlift (MilAir) is a premium mode of travel involving high costs and limited resources. It is essential that managers and commanders at all levels prevent misuse of

transportation resources, as well as the perception of their misuse. Therefore, scheduling of MilAir should be based on considerations such as purpose of the trip, the method of transportation required, and the priority of travel. Reporting requirements for OSA, SAM, and other organic aircraft are promulgated by the Service Secretaries.

I. PASSENGER TRACKING AND REPORTING

1. Tracking. Tracking of *passenger movement* will be accomplished *using* the Global Transportation Network (GTN). The GTN prototype system provides command and control information which integrates automated information support to DoD. Passenger data provided by PRAMS is currently available in GTN. Passenger data provided by CTOS is not yet available in GTN.

2. Reporting.

a. Air Travel Data Reporting. MTMC/MTOP-CM is responsible for providing passenger statistics pertaining to official travel to OSD, USTRANSCOM, DoD Components, and government agencies. The source will be the Statistical Collection of Passenger Travel (STATCO) management information system. Data on air travel performed on individual GTRs will be submitted by DoD Component finance accounting centers monthly to MTMC/MTOP-CM as required by memorandums of understanding (MOUs) (RCS MTMC-17(R1) and RCS MTMC-134). Data on individual air travel arranged and ticketed by CTOS providing travel services under contract with DoD Components will be submitted to MTMC/MTOP-CM on a monthly basis as required by MOUS between MTMC and the appropriate DoD Component responsible for Service CTO contracting. Reporting data elements to meet DoD airlift policy compliance will be *incorporated in individual Service CTO contracts. See Appendix J for STATCO report instructions.*

b. Policy Compliance Analysis. MTMC/MTOP-CM will provide USTRANSCOM/TCJ4-LTP annual and quarterly reports on airlift policy compliance in accordance with DoD travel policy. Reports will include an analysis of causes for policy deviation and recommendations for improvement.

J. AIR PASSENGER RESERVATIONS AND TRAVEL DOCUMENTS

1. International Travel.

When making international air reservations, the TO will give, first consideration to AMC Category B airlift. Category M airlift service will be used if it is the only service available to the required destination, otherwise, military members and their families shall not be forced to use Category M airlift. Within the theater, i.e., intra-theater, consideration will be given to the use of AMC Category M for TDY, considering costs, reliability and mission requirements. The MTMC International Routing Guide for DoD international air travel may be used for all commercial and AMC channel services. If AMC channel service does not meet mission requirements, the TO will obtain reservations through the CTO or directly with the airlines if no CTO is available, in accordance with DoD policy.

2. AMC Reservation Requests.



a. TOs Serviced By Passenger Reservation and Manifesting System (PRAMS).

TOS may sign on and use PRAMS. TOS not serviced by PRAMS will submit requests to the servicing Passenger Reservation Center (PRC) via phone, facsimile, or message.

(Format identified in table at Appendix E.) Reservation requests will be submitted as far in advance as possible, but not earlier than 90 days before the month in which travel will begin.

b. Provide the PRC the following information:

(1) Channel. Identify the origin APOE and the destination APOD.

(2) Travel Performance Period (TPP). The DoD Component will set up necessary controls to ensure the PRC is provided a flexible TPP using the following criteria.

(a) PCS. In arranging overseas transportation, a TPP of no less than 7 to 10 days is required unless mission requirement (e.g., mandatory report date) dictates otherwise. PRC will respond within 72 hours with a reservation confirmation or status of non-availability, if date of departure is less than 45 days from date of request to the PRC.

(b) TDY/TAD. The TPP shall conform to mission requirements as stated in the travel orders. If the TO knows the established channel will not meet mission requirements there is no need to go to the AMC PRC. The TO should simply certify non-availability of government air and arrange appropriate commercial air services. In all cases the PRC will respond within 24 hours. If no response is received the TO will pursue commercial air movement.

(3) Name, Rank, and Number of Seats.

(a) Name. Provide last and first name.

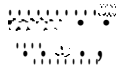
(b) Rank. Provide grade and title codes as outlined in Appendix F.

(4) Priority and Type Travel. Provide the applicable priority and type travel codes contained in Appendix D and G.

(5) Sponsoring Service. Provide the appropriate sponsoring service code located in Appendix H.

(6) Base or Installation Routing Indicator. (See Appendix H.)

(7) Reservation Identification Code (RIC). The RIC (member/sponsor's SSAN) is used for reservation control. The RIC is assigned by the requesting TO and will be used on all subsequent transactions such as confirmation, tracer action, cancellation, etc. However, if the-same passenger travels more than one time over the same channel during the same month, then a different RIC must be assigned for each transaction. To indicate



the second movement of the month over the same route, use the first eight numbers of the SSAN with the letter “A” in the last SSAN position, “B” for the third movement, etc.

(a) Dependents Traveling Unaccompanied. For dependents traveling unaccompanied and their SSAN is not available, use the SSAN of the sponsor, or the passport number. For family groups traveling together, use the SSAN of the military or civilian sponsor or senior dependent.

(b) Dependents Traveling with Member or Spouse or Joint Spouse Travel. Arrangements can be made for concurrent travel of a military husband and military wife. Request reservations in each individual's name or in one name, identify both as military members.

(c) Team Travel. The requesting TO may assign a unique RIC for team travel requests. The RIC may be determined by entering seven letters of the TO routing indicator or the term group followed by a two-position numbering system to account for the order of team travel requests. Personal SSAN should not be used with team travel requests because travelers are known to change frequently. Use the following example:

GROUPB001 (For first request submitted, then 002, etc.)

RUEOVLA01 (Routing indicator reflecting first request submitted for that month.)

(d) Air Reserve Component Team Travel. Develop RICs for Air Reserve Components (ARC) using the unit designation. For example, the 105 Aerial Port Squadron (APS) would read ARC105APS. Using the unit designation standardizes ARC moves and expedites port processing.

(8) Customer Identification Code (CIC). The CIC is used for billing purposes. This data element is added during check-in at the passenger terminal. Therefore, when available, provide the CIC at time of booking to speed passenger processing.

(9) Pet Type (dog or cat) and Weight (if applicable). Provide number of pet(s), type, and weight. Pet shipment is limited to passengers in PCS status only. Members must understand pet movement is at their (member's/owner's) expense. Travelers are restricted to a maximum of two (2) pets per family. Requests for pet reservations will be handled on a first-come-first-serve basis. TOS are responsible for providing travelers current information regarding pet shipments (Refer to AMCP 24-101, AMC Pet Information). Due to limited pet space, a 14-day travel window is recommended. A pet is limited to a total of 100 pounds (including carrier). Waivers are required to transport more than two dogs or cats. Service authority to grant waivers are as follows:

(a) For Army and Air Force, HQ AMC/DOJ is the approving authority.

(b) For Navy, BUPERS (PERS-332) is the approval authority.

(c) For Marine Corps, HQ MC/LFT-2 is the approval authority.

(10) Special Requirements. Identify any special requirements on the next blank line after the requester (e.g., excess baggage, disabled passenger services, special meals, etc.) if not previously addressed (above).

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c. Space Reauired Reimbursable Travel. The categories of space available passengers authorized space required reimbursable travel are identified in DoD

4515. 13-R. An authorized cash collection voucher must be accomplished and a copy of the form attached to the orders used for passenger check-in. The TO may affect a DD Form 139, Pay Adjustment Authorization, for military members remaining in pay status.

3. AMC Reservation Response.

a. Response/Confirmation. The PRC will respond by message (See figures 103-1 and 103-2 for samples) within 24-hours after receipt of reservation request with the following information:

(1) Confirmation (C in position 80). This notification indicates spaces or seats have been confirmed for the passengers, and identifies the departure airport, flight number, departure date, and check-in time.

(2) Advice (Hold) Notice (H in Position 80). The advice notice indicates a seat is not available; action is being taken to arrange capability.

(3) Nonavailability of Service (Y in Position 80). AMC is unable to arrange additional airlift capability (arrange commercial travel through the CTO).

b. Response Codes. For other types of transportation request and response codes see Appendix I.

4. AMC Travel Documents.

a. Reauired Documentation. For travel via AMC airlift, four legible copies of the passenger's travel orders are required, containing a Service/unit-unique control number and a Customer Identification Code (CIC). An AMC travelope should be issued for each passenger when available.

b. Uniaue Control Numbers. A-MC unique control numbers are assigned by the TOS as follows: (These codes contain 8-digits)

(1) Positions 1-2, first/last name initials of traveler.

(2) Positions 3-6, last four digits of the SSAN.

(3) Positions 7-8, last two digits of the fiscal year travel is performed,

Example: Jim Pehan, 123-45-6789, JP678994.

c. Distribution. The AMC unique control number is annotated on four (4) copies of the travel order in the upper left hand corner.

(1) TO retains one station file copy.

(2) One copy in the AMC Travelope which will be turned in at the AMC terminal by the passenger prior to commencing travel.

(3) Member retains one (1) copy to file with travel voucher.

(4) TO forwards one (1) copy to fiscal accounting station as indicated in paragraph i.(2) below for TAD/TDY only.

d. Customer Identification Code (CIC). TOS will ensure travel orders contain a CIC. CIC may vary depending on the Service or agency that is charged for the passenger travel. For PCS travel, the CIC is assigned and placed in the PCS orders by the order-issuing authority. For TAD/TDY travel, the CIC is constructed by the order preparing authority. All CICs contain 15 digits. Refer to the appropriate Service regulation for CIC instructions.

(1) Air Force: AFR 177-103.

(2) Army: AR 37-1.

(3) Marine Corps: MCO 4631.9.

(4) Navy: NAVCOMPTINST 4600.2B.

e. AMC Travelope. An AMC travelope is issued to each passenger traveling via AMC airlift. The travelope contains specific instructions pertaining to the flight, i.e., point of origin, destination, flight number, date, and specific reporting instructions.

f. Nonappropriated Fund (NAF) Travelers. NAF or other non-DoD authorized travel via AMC airlift, i.e., contractors:

(1) If non-appropriated travel orders do not contain a CIC, the travel orders must be annotated with the proper billing address to which AMC will bill the cost of travel.

(2) Contractor travel orders do not contain CICs, therefore the correct billing address must be annotated in the travel authorization so AMC may properly bill the contractor for transportation provided.

g. Cost Charge Procedures. Cost-charge AMC airlift may only be provided to military members when cost charge GTRs cannot be used because of lack of scheduled commercial service or border clearance requirements. When cost-charge AMC airlift is provided, a Pay Adjustment Authorization (DD Form 139) must be prepared for the cost of the transportation provided. Service policy will determine whether the individual should

be charged at the government tariff rate in AFR 76-11 or the non-government rate in AFR 76-28. The DD Form 139 shall be distributed as per instructions of the service concerned.

h. Group Travel.

(1) For group travel other than family groups, each individual traveler must have travel orders annotated with both an AMC unique control number and CIC. When orders reflect more than one passenger, a separate unique control number will be issued for each CIC listed.

(2) For family groups, all members of the family travel on the sponsors orders, AMC unique control number, and CIC. Each dependent must be listed by name on the orders, port call (Navy only), or DD Form 884 (Application for Transportation of Dependents).

i. Distribution of Orders (TAD/TDY Travel Only):

(1) Copies of travel orders are used by AMC to bill the user. It is, therefore, imperative that a copy of the travel orders, properly annotated with both an AMC unique control number and CIC, be forwarded to the Service agency that will be responsible for making payment to AMC for the transportation provided.

(2) TOS shall forward one (1) legible copy of travel orders used for TAD/TDY travel via AMC airlift as follows:

(a) Air Force and Army -- Mail to appropriate Defense Finance Accounting Service (DFAS). A copy of the Fiscal Station listing can be obtained from the DFAS-IN-FT, Indianapolis IN 46249-5000.

(b) Marine Corps -- Commanding General
McLB/470
814 Radford Blvd
Albany GA 31704-1128

A copy should also be mailed to the appropriate fiscal station.

(c) Navy -- Defense Finance Accounting Service
DFAS Office - CL Arlington
1931 Jefferson Davis Highway, Rm 309
Attn: Code BJE
Arlington VA 22240-5280

CONFIRMATION (AUTODIN) MESSAGE

Confirmation messages are generated on all transactions entered into PRAMS. As each booking, hold request, or change is entered into PRAMS, a message is transmitted to the requesting activity. Many times TOS have questions regarding these messages. To provide you with an understanding of how to read these messages, below is an example of a confirmation message. Figure 103-2 is the transaction code key to help decipher the sample message below.

SAMPLE MESSAGE FOR PASSENGER RESERVATIONS

Below is a portion of a confirmation message received by a TO for passenger “Duncan.” The “C” in position 80 indicates his travel request has been confirmed.

SUBJ: Passenger Reservation and Manifesting Data

1-13	14-16	17-19	20	21	22	23-28	29	30-31	32-33	34-35	36-43	44-47
DUNCAN GENE	04	0002	A	B		PHLFRF	3	CC	FZ	07	BKAMC	291600
50-51	52-54	55-56	57-60	61-67	68-76	77-78	79	80				
	187	07	0530	PRCBLLV1	491384258			C				

EXPLANATION OF' CONFIRMATION MESSAGE FIELDS

<u>Position</u>	<u>Title</u>	<u>Position</u>	<u>Title</u>
1-13	Passenger's Name	44-47	Show time
14-16	Grade/Title	48	Category of Service
17-19	Seats confirmed	49	Reservation request received by
20	Special passenger category	50-51	Blank
21	Booking preference	52-54	Flight departure date
22	Excess baggage	55-56	Arrival date
23-28	Movement channel	57-60	Arrival time
29	Priority	61-67	Routing indicator
30-31	Type travel	68-76	Reservation identification code (RIC)
32-33	Sponsor Service	77-78	Service use
34-35	Movement month	79	Special handling
36-43	Mission ID (Number)	80	Type transaction (See figure 103-2)

Figure 103-1. Reservation Response/Confirmation Message.

SAMPLE MESSAGE FOR PET RESERVATION

When a pet is booked in PRAMS, a separate AUTODIN message is generated. Below is an example of a pet confirmation message.

SUBJ: Pet Reservation and Manifesting Data

1-13 14-22 23-28 29-36 37-39 40 41-43 44
DUNCAN GENE 491384250 PHLFRF BKAMC29 187 1 CAT C

EXPLANATION OF CONFIRMATION MESSAGE FIELDS

Position	Title	Position	Title
1-13	Passenger's name	37-39	Departure date
14-22	Reservation Identification Code (RIC)	40	Pet record number
23-28	Movement channel	41-43	Type pet (dog, cat)
29-36	Mission ID (Number)	44	Status (B--cancellation, C--confirmed)

Figure 103-1. Reservation Response/Confirmation Message. (Cent')

Type of Transaction Codes
(Reference AMCM 24-101, Volume I)

Code	Explanation
A	Identifies a cancellation action resulting from a duplicate reservation. (PRC initiated)
B	Indicates cancellation of a travel request. Also acknowledges (to the requester) travel request has been cancelled
C	Identifies that the travel request is confirmed.
D	Identifies a travel request cancellation action directed by higher headquarters.
E	Indicates an error was detected in an input transaction (request, confirmation, or substitution format).
F **	Identifies a space available passenger. (Used by ports only)
G **	Identifies a walk-in or previously delayed space required passenger. (Used by ports only)
H	Identifies travel request is in "Hold" status. It indicates a seat was not available and that action is being taken to arrange capability.
J	<p>Identifies a port input to cancel pre-manifested passengers who did not depart as port called. (For port use only)</p> <p style="text-align: center;"><u>Cancellation Codes Used by the Port in Conjunction With the J Code</u></p> <p>N No-show passenger. (A pre-manifested passenger who failed to report for a scheduled departure.)</p> <p>D Delay requested. (A duty passenger that requested a movement delay to accompany a space available dependent.)</p> <p><i>Below is an example of these codes in use. If a TO calls asking about a "J Code" confirmation message, a trace of that travel request may look like the one below. In this example, the "P in the source block indicates a part action and the "N" in the special handling block identifies the passenger as a no-show.</i></p> <pre> N A M E RIC CHANL MSN-NBR/TVL-PD STS DUNCAN GENE 491384258 PHLFRF MC29 1871600 002 TT SH DTE ROUTING STAT SP FCC N 182 PRCBLV1 CANX P </pre> <p>** Status of RICS --491384258</p> <p><i>For other types of port cancellation codes, see AFR 76-5.</i></p>
M	Identifies an AMC travel request activity manual booking.

Figure 103-2. Reservation Response Transaction Codes.

Code	Explanation
N	Indicates that a name is being applied to a previously confirmed no-name or team travel integrity travel request.
P	Indicates a request to block space (seats) for movement of troops (group movement).
Q	Indicates a change in the number of seats required in a transaction (request, confirmation, or troop movement.)
R	Indicates a passenger travel request.
u	Indicates cancellation of a confirmed travel request, or “Hold” status request to enter a new travel request (same passenger to same destination, same reservation identification code) for a different performance period.
v	Indicates a name is being applied to a troop movement space block.
W**	Identifies a premanifested passenger. (For port use only)
x	Indicates a cancellation of travel request due to a mission schedule change. A new confirmation will be forwarded to the requesting activity.
Y	Identifies cancellation of travel request due to the non-availability of AMC service during the travel period requested.

** Port Type Transaction Codes only

Figure 103-2. Reservation Response Transaction Codes (Cent’).

K. FORECASTING PASSENGER AIRLIFT REQUIREMENTS

DoD common-user channels (Category B or M) require movements to be forecasted accurately to allow aircraft scheduling, budget programming, contracting, and other actions. MTMC/MTOP-CM collects space-required airlift requirement forecasts from DoD Components. Included are movement requirements for military members, DoD civilian employees, and dependents which are expected to travel space-required TAD or TDY, ” PCS, and emergency or special combat leave. Space available travel is not included. For additional guidance, see Appendix M.

L. ESTABLISHING. SUSPENDING. AND CANCELLING CHANNELS

AMC channels are established, suspended, or cancelled based on the requirements and “upon the request of the military departments and/or theater unified commanders. Although the potential requirement to add, delete, or suspend channels may originate

from various sources, the requirement must be validated by a Service headquarters or theater unified commander and approved by USTRANSCOM/1'CJ4 -LL. See Appendix N for additional requirements.

M. AMC AIRLIFT SERVICES

1. AMC-managed passenger terminals will provide a complete range of services to accommodate arriving and departing passengers and travelers awaiting AMC air travel. All DoD passengers (space required and space available) will be provided prompt, courteous, and professional service on an equitable basis. Problems should be addressed directly to passenger service personnel for resolution.

2. Commercial Gateways. If a mission is operating to a commercial gateway which does not have AMC passenger service personnel, passengers must be briefed that there may be little or no passenger support prior to scheduled show-time or after departure time. They must understand if they arrive at these gateways at other than their scheduled times, they must deal with these limitations within their own capabilities.

3. Delayed, Overflown, or Diverted Flights. AMC is required to provide maximum information and assistance to effect onward movement for all delayed passengers. A-MC is responsible for providing meals and billets for all duty passengers that are en route to destination. Under certain conditions, AMC will provide space available passengers with meals and billets; however, under other conditions, the passenger may be responsible for their meals, billets, and onward movement.

4. AMC Customer Service Branch (CSB). AMC CSB will assist stranded DoD passengers with onward transportation, overnight accommodations, reservations, and information as required. Review travel documents, provide cost charge travel assistance and referral services to appropriate agencies. Maintain a record of discrepancies from issuing activities; failure to comply with DoD Component policy. Establish wartime, contingency, and emergency surge operating procedures. Prioritize passenger movement based on command requirements and Service concerns. Maintain interface with theater commander, DoD Component focal points, and airlift operators.

5. Baggage Services. AMC is responsible for processing unclaimed, damaged, pilfered, rush, and mishandled baggage. Travelers should contact the closest Passenger CSB for assistance as soon as they identify that a problem exists for AMC-controlled missions.

URGENCY

<i>Space Required</i>	<i>Transportation Priority</i>
Acute Emergency Medical Evacuees Emergency Leave (Military active duty and/or their command-sponsored dependents, only. Includes dependents residing in the overseas area and entitled to station allowances.)	1
Urgent Deadline--Essential Mission Emergency TDY or TAD PCS (to "mobile" or moving final assignment duty station)	2
Urgent Nature--Essential Mission Urgent Nature--Important Mission Returnees from Emergency Leave (Military active duty and/or their command-sponsored dependents, only) Returnees from routine TDY or TAD PCS (to "fixed" or stationary final assignment duty station)	– 3
All other Space Required (Duty) Eligibles Unaccompanied Dependents Non-DoD Passengers	4
<i>Space Available</i>	
Category I -- Emergency Leave Unfunded Travel	5
Category II -- Environmental and Morale Leave (EML) (Sponsors and sponsors accompanied by dependents also in EML status.)	6
Category 111-- Ordinary Leave, Close Blood or Affined Relatives, House Hunting Permissive TDY, Medal of Honor Holders and Others	7
Category IV -- Unaccompanied Dependents on EML and DoDDS Teachers on EML During Summer	8
Category V -- Permissive TDY (Non-House Hunting), Foreign Military, Students, Dependent and Others	9
Category VI -- Retired, Dependents, Reserve, ROTC, NUPOC, and CEC	10

Figure 103-3. -Passenger Movement Priority.